

Oklahoma Scoring Service, Inc.  
GED Change Request Form

**1. Identify the Record to be Changed by Oklahoma Scoring**

**All items must be completed**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Testing Center Number: \_\_\_\_\_ (Full 10 digit number)

**2. Corrected Information to be Recorded by Oklahoma Scoring**

**Complete only those items that are to be changed**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_, \_\_\_\_\_  
Other Changes: (Be Specific, e.g., change test 1 form to AW, Change format to SP)

**3. Identify the Record to be Combined by Oklahoma Scoring**

**Only complete if scores are to be combined, and if so, all items must be completed**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date Tested: \_\_\_\_\_

This document must be dated and signed by the Chief Examiner or the Alternate Chief Examiner. The signature certifies that all GEDTS and State Legal Documentation and Authorization requirements have been met.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Examiner or the Alternate Chief Examiner

## Instructions:

Section 1: This section must always be fully completed. It is used to locate the examinee's record that is to be changed and or combined with another record.

Section 2: This section is used to request changes. Information should only be entered in those items that are to be changed. If an item needs to be changed and it is not specifically identified in this section, use the Other Changes item to identify the item and indicate its correct value. For example, an examinee may bubble the wrong form for a test. Test forms are not specifically identified in this section. Therefore, in the Other Changes item you would identify the test and indicate that the form should be changed to AT, for example.

Section 3: This section is used to identify the record that is to be combined with the record identified in section 1. This section need only be completed if there is a need to combine records. Sometimes students fill in the names, addresses, or other information on answer sheets differently each time they test. In other circumstances, a student's name may actually change during the period of time that it takes them to complete the HSED/GED. When these circumstances occur, the data system may recognize one student's data as two completely separate people. If this occurs, please use the this section of the change form to correct the error. For example, an examinee tested in Jan. 2000 and did not pass the exam. In Feb. 2000, she got married and changed her name. In Mar. 2000, she re-tested and recorded her new name on the booklet. She also transposed two numbers on the social security entry on her booklet. When the second exam was processed, the computer did not associate the second exam with the first exam because of the difference in the SSN and name, and for whatever reason, our second edit failed to relate both exams to one examinee. In this case, the computer would consider this two examines. To correct this, you fill out, sign, and submit a change request form. In section 1 you would enter the information from the second exam, including the incorrect SSN. You would record the correct SSN in section 2. In section 3, you would enter the information from the first exam.

Submission: These forms should be submitted with the next batch you submit. You may mail it separately to expedite.

Documentation and Authorization: The Chief Examiner must follow all documentation and authorization policies and procedures established by GEDTS and your state.